

COGPPRO4

Unit 4: Prepare for a Processing Operation within Polymer Processing and Related Operations



Overview

This unit is for those with responsibility for preparing for a processing operation. It is suitable for process operators who work within an organisational context that provides them with procedures to work to and criteria for making decisions and taking actions. The process operation may be machine-based or hand-based. It may relate to continuous or batch production and may be a primary or secondary operation.

This unit deals with the following:

1. Prepare the work area for a processing operation
2. Prepare for a processing operation
3. Check materials for a processing operation
4. Having sound knowledge of materials for process operation

During this work you must take account of the relevant worksite operational requirements, procedures and safe working practices as they apply to you.

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Performance criteria

- You must be able to:*
- P1 Work safely at all times, complying with health and safety, environmental and other **relevant regulations, legislation and guidelines** in accordance with company procedures
 - P2 Select materials or products to comply with specifications and **production requirements** and follow correct operating procedures, recording documents and job instructions
 - P3 Prepare the work area and any storage area(s) to meet company **production requirements** to process materials or products efficiently and safely
 - P4 Identify **materials** being processed and their basic characteristics
 - P5 Make sure that the required safety arrangements are in place to protect other workers from **hazards** and activities likely to disrupt normal working
 - P6 Complete equipment checks and ensure that it is in a safe and useable condition
 - P7 Carry out the necessary **preparations** in line with work requirements and procedures
 - P8 Ensure the required materials are available using your organisation's specifications
 - P9 Check the materials to conform to **specification**
 - P10 Accurately identify non-conforming materials and take prompt action to isolate and report them
 - P11 Accurately identify any **variances** in material supply and promptly report these to a person in authority
 - P12 Use safe handling techniques for the materials
 - P13 Accurately record and maintain the required records or information on the relevant documentation for monitoring production, quality and material or product identification
 - P14 Deal with **problems** within your responsibility and report any you cannot deal with in accordance with company procedures

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Knowledge and understanding

You need to know and understand:

- K1 The specific organisational health, safety and environmental policies and other **regulations, legislation and guidelines** for your work area and why they are important
- K2 The different types potential **hazards**, how they can be minimised and the action to take in the event of a work area hazard
- K3 What the workplace procedures are for reporting potential **hazards** you are unable to deal with
- K4 When, which and how personal protective equipment should be used
- K5 The importance of checking equipment, how to do this and to whom you should report defects
- K6 What risks are associated with the working environment
- K7 What risk control measures are in place and how to comply with them
- K8 Where to find work procedures and **production requirements** and how to interpret these
- K9 What sort of records are kept and how to complete them and the implications of not maintaining them accurately and legible
- K10 The importance of disposing of waste **materials** safely and how to do this
- K11 The sorts of **problems** that might occur and who you should report these to
- K12 The importance of preparing the work area to meet production requirements and how to do this
- K13 Why it is important to understand the type of **material** being processed and their characteristics and properties
- K14 Where to locate and interpret **information** relating to the type of **material** and any significant arrangements from the material safety data sheet
- K15 The range and function of equipment used in the process operation
- K16 What takeover checks need to be completed and how to identify deficiencies
- K17 The importance of preparing equipment to meet **production requirements** and how to do this
- K18 The importance of checking equipment before use, how to do this and to whom you should report defects
- K19 What **materials**, products and/or components are required and how to obtain them
- K20 The significance of product labelling and product codes when selecting **materials** or products
- K21 The importance of meeting the required **material** or product **specification** and the implications of not doing so
- K22 What preparations are required to meet the material or product

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specification

- K23 The importance of checking material or product supply and the consequences of different sorts of **variances**
- K24 The importance of identifying non-conforming materials or products and the implications of not doing this
- K25 Where non-conforming materials or products should be placed and who they should be reported to

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Additional Information

Glossary

1. **Regulations/Legislation/Guidelines:** organisational procedures and guidelines, Work place Policies, Health, safety and environmental requirements and regulations relevant to the work and work area being carried out.
2. **Problems:** incomplete procedures, imprecise instructions, inaccurate information, damage, wear, malfunction
3. **Hazards** and control measures: waste, spillage, obstructions, hazardous materials. personal protective equipment
4. **Materials:** raw materials, part-processed materials, re-processed materials, finished products, process related materials, e.g. packaging, processing equipment and waste materials
5. **Operating Procedures/Work Procedures:** Work instructions, Method Statements, Standard Operating Procedures
6. **Documentation:** Records, analysis sheets, report sheets, log book
7. **Production requirements:** rate of production, quality of production, the type of materials or products to be processed, sequence of processing operations.
8. **Preparations:** cleaning, safety checks and equipment settings
9. **Reporting procedure:** supervisor, line manager, co-workers, maintenance personnel
10. **Information:** product or production specification, written instructions or procedures, a person in authority
11. **Specification:** type, grade, quantity, quality, process conditions
12. **Variances:** over supply, under supply

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Developed by Cogent

Version number 1

Date approved March 2011

Indicative review date March 2013

Validity Current

Status Original

Originating organisation Cogent

Original URN O11NPOL4

Relevant occupations Professional Occupations; Engineering Professionals; Engineering and manufacturing technologies; Manufacturing technologies

Suite Polymer Processing and Related Operations

Key words prepare, work area, materials, check, processing,